



DEPARTMENT OF THE NAVY

NAVAL TRAINING CENTER  
2601A PAUL JONES ST  
GREAT LAKES, ILLINOIS 60088-2845

NTCGLAKESINST 4061.1C

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16 Jul 01

NTC GREAT LAKES (COMPLEX<sup>3</sup>) INSTRUCTION 4061.1C

From: Commander, Naval Training Center, Great Lakes

Subj: PROCEDURES FOR REQUESTING GALLEY SUPPORT FOR VIP  
FUNCTIONS

Ref: (a) NAVSUP P-486, Paragraph 2200  
(b) NAVSUP P-486, Appendix G

1. Purpose

a. To support Commander, Naval Training Center (NTC), Great Lakes in projecting a positive and professional image for its food service component.

b. To provide guidance in requesting galley support and food service for official VIP functions.

2. Cancellation. NTCGLAKESINST 4061.1B.

3. Background. Although the Food Service Department is not a catering service for NTC, various high-level VIP events can highlight local food service expertise as it relates to recruit and student training. To ensure proper food service preparation and meal presentation in support of these VIP functions, close coordination between the requester and the Food Service Department is essential. Not only can short-fused requirements conflict with the Food Service Department's on-going operational commitments, food service and meal presentation for the special functions may suffer if standardized procedures are not followed.

4. Procedures. Effective communications are the key to a successful VIP food service presentation. To facilitate the communication process for planning food service VIP events, the following procedures will be followed:

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a. Inform the NTC Regional Food Service Officer (FSO) with a 5-day advance 5050 command notice, via e-mail or guardmail, for approval, when galley support and food service is needed for VIP/special functions. The galley FSO will be contacted only as a last resort if the requirement is urgent and the NTC Regional FSO cannot be immediately reached.

b. VIP functions requested through the Food Service Department will be conducted at Galley 928 or Galley 535. VIP functions requesting service outside Galleys 928 or 535 will be approved by the NTC Regional FSO on a case by case basis.

c. The requesting official will assign a point of contact with appropriate authority, who can answer galley/food service questions concerning the function.

d. The point of contact shall be prepared to provide the following information:

(1) Accurate count and rank of attendees. This is essential to ensure an adequate number of place settings and to preclude running out of food (or preparing excess quantities).

(2) Type of service requested, i.e., formal or informal, VIP china or normal dinnerware, buffet, etc. The Galley FSO will determine whether requested service is proper for the VIP function, where the function will be held inside the dining area depending on availability and seating requirements, and whether necessary resources are available.

(3) Payment procedures for the meal(s) and when payment will occur (refer to paragraph 5).

(4) Personnel in attendance who may be exempt from paying the meal surcharge due to their special status.

## 5. Payment

a. Officers, enlisted personnel on separate rations, and civilians are required by references (a) and (b) to pay the basic meal rate plus surcharges for any meal consumed in a Navy galley. The Food Service Department's point of contact will provide the function organizer with current meal and surcharge rates.

b. Payment from each dining participant will normally be presented to the galley's duty cashier before the meal.

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c. Unless specifically approved by the NTC Regional FSO, the meal will feature entrees from the galley's current cycle menu.

6. POC's.

- a. NTC Regional FSO 688-3582
- b. Galley 928 FSO 688-6252
- c. Galley 1128 FSO 688-2401
- d. Galley 535 FSO 688-2498

7. Action. NTC entities, including tenant commands, requiring VIP food service from the NTC Food Service Department will follow the procedures detailed above.

  
D. R. O'BRIEN  
Chief of Staff, Operations

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